

EXHIBIT W



CITY OF ALEXANDRIA

EFFECTIVE DATE OF ACTION:

PERSONNEL ACTION FORM

10/15/2022

10/29/2022

EMPLOYEE NUMBER [REDACTED]	EMPLOYEE NAME NEWCOMB, JERRY	HIRE DATE 8/26/1996	RETRO PAY [] YES [] NO	PAY SCALE PUB POLICE
[] NEW HIRE [] REHIRE [] TRANSFER [] PROMOTION [] DEMOTION [] LEAVE CHANGE IN: [] SALARY [] STATUS				
CURRENT		NEW		
Job Code/Title:	2012/POLICE LIEUTENANT	Job Code/Title:		
Grade / Step :	19 / 18	Grade / Step :		
Pay Type:	100 / REGULAR TIME ACCRUAL / (Hourly)	Pay Type:		
Position# / Title:	4065 / POLICE LIEUTENANT	Position# / Title:		
Personnel Status:	FULL TIME REGULAR EXEMPT 100.00%	Personnel Status:		
Hrs/Hrly Rate/Ann Sal:	80 Hrs / \$72.05 / \$149,862.70	Hrs/Hrly Rate/Ann Sal:		
Probation Begin / End:	-	Probation Begin / End:		
Next Review Date:	10/29/2022	Next Review Date:	10/28/2023	
Location/Code:	POLICE-FIELD OPERATIONS BUREAU / 5503	Location/Code:		
Check Location:	560 - POLICE HEADQUARTERS	Check Location:		
Supervisor:		Supervisor:		

JOB ASSIGNMENT INFORMATION

Primary Org/Obj/Proj:	11550439 / 51101 /	Primary Org/Obj/ Proj:	
Current Allocations		New Allocations	
Allocation 1	/ / / 0.000%	Allocation 1	
Allocation 2	/ / / 0.000%	Allocation 2	
Allocation 3	/ / / 0.000%	Allocation 3	
Allocation 4	/ / / 0.000%	Allocation 4	
Allocation 5	/ / / 0.000%	Allocation 5	
Allocation 6	/ / / 0.000%	Allocation 6	
Allocation 7	/ / / 0.000%	Allocation 7	

REASON FOR SEPARATION

[] RESIGNATION [] RETIREMENT [] LAY OFF [] DEATH
[] DISCHARGE _____

ADDITIONAL COMMENTS

End of Scale - Eval only
Rating 4

APPROVALS

MANAGER: DATE: DEPARTMENT HEAD: DATE: HUMAN RESOURCES: DATE:

[Signature] - For DCH 10/24/2022
1822

City of Alexandria Employee Evaluation Form

Due to P&T Division:

Employee Jerry Newcomb	Class Title Lieutenant	Class Code	Supervisor's Name Monica Lisle
Department/Division/Unit Police/CID/CIS	Date of Planning Session Supervisor: <i>[Signature]</i> Employee: <i>[Signature]</i>	Initials <i>[Signature]</i> <i>[Signature]</i>	Review Period From: 11/16/2021 To: 10/2022 Type of Review Annual
Progress Discussions			
1) Supervisor: Initials: <i>[Signature]</i> Date: 6/14/22 Employee: <i>[Signature]</i>	2) Supervisor: Initials: <i>[Signature]</i> Date: 6/14/22 Employee: <i>[Signature]</i>	3) Supervisor: Initials: <i>[Signature]</i> Date: 11/16/21 Employee: <i>[Signature]</i>	Final Review Session Date 11/20/22

General Performance Factors						
	Outstanding	Exceeds Requirements	Meets Requirements	Below Requirements	Unsatisfactory	Does Not Apply
1) Volume of Work Quantity/Amount of work. Produced under normal conditions.	Consistently turns out an exceptional volume of work. <input checked="" type="checkbox"/>	Frequently turns out more than normal quantity of work. <input type="checkbox"/>	Regularly turns out a normal amount of work at an average speed. <input type="checkbox"/>	Often turns out less than a normal amount of work. <input type="checkbox"/>	Consistently turns out less than a normal amount of work. <input type="checkbox"/>	<input type="checkbox"/>
Comments						
2) Quality of Work Includes accuracy, thoroughness, and neatness.	Produces exceptional precise, neat, and very organized work. <input type="checkbox"/>	Produces high quality and accurate work. Seldom makes mistakes. <input checked="" type="checkbox"/>	Work is acceptable but occasionally needs to be corrected. <input type="checkbox"/>	Produces work of fair quality but often contains errors. <input type="checkbox"/>	Produces a poor quality of work. Work has many errors or mistakes. <input type="checkbox"/>	<input type="checkbox"/>
Comments						

	Outstanding	Exceeds Requirements	Meets Requirements	Below Requirements	Unsatisfactory	Does Not Apply
3) Reliability Includes: Absenteeism. Lateness. Breaks. Responsibility to complete work on time.	Always reliable Frequently completes work ahead of schedule. Excellent attendance except for major illness. Always punctual. <input checked="" type="checkbox"/>	More conscientious than the average worker. Reliable. Always completes work on time. Seldom absent. <input type="checkbox"/>	Satisfies reliability requirements of the job. Usually completes work on time. Regularly punctual and present for work. <input type="checkbox"/>	Not always reliable. Frequently late of absent. Abuses leave or breaks. Often doesn't complete work on time. <input type="checkbox"/>	Unreliable. Cannot be counted on to show up for work or to finish work on time. <input type="checkbox"/>	<input type="checkbox"/>
Comments						
4) Cooperation Effectiveness in working with others. Attitude.	Exceptionally willing. Always gets along well and is willing to work with others. Helps fellow workers. <input checked="" type="checkbox"/>	Easy to get along with. Willing to help out as needed. Seldom complains about the work assigned. <input type="checkbox"/>	Works willingly with others. Maintains emotional control in dealing with others. <input type="checkbox"/>	Frequently does not work well with others. Sometimes loses emotional control in dealing with others. Often complains about assignments. <input type="checkbox"/>	Cannot work with others. Hard to manage. Often gets into arguments or conflict with others. <input type="checkbox"/>	<input type="checkbox"/>
Comments						
5) Safety Compliance with the rules of safety on the job.	Always wears the required safety equipment on the job. Encourages a safe work environment. <input checked="" type="checkbox"/>	Wears the required safety equipment on the job. Does a good job of following safety procedures. Rarely involved in accidents. <input type="checkbox"/>	Wears the required safety equipment on the job. Follows safety rules and procedures. Seldom has accidents or injuries. <input type="checkbox"/>	At times does not wear the required safety equipment. Sometimes violates safety rules and procedures. Occasionally involved in accidents from taking unnecessary risks. <input type="checkbox"/>	Does not wear required safety equipment on the job. Often violates safety rules and procedures. Takes risks and chances. <input type="checkbox"/>	<input type="checkbox"/>
Comments						

	Outstanding	Exceeds Requirements	Meets Requirements	Below Requirements	Unsatisfactory	Does Not Apply
6) Responsibility	Willingly accepts responsibility for own decisions and those of subordinates and superiors; doesn't avoid assignments even when the outcome could be adverse. <input checked="" type="checkbox"/>	Will "stand up and be counted;" accepts responsibility even for unpleasant tasks and take full responsibility for their actions. <input type="checkbox"/>	Accepts responsibility for assigned tasks and for their role in decisions or recommendations. <input type="checkbox"/>	Sometimes avoids taking a position or is unwilling to assume responsibility for decisions made. <input type="checkbox"/>	Consistently avoids new assignments. Often is unwilling to support own decisions; or consistently offers excuses when the results are unfavorable. <input type="checkbox"/>	<input type="checkbox"/>
Comments						
7) Public Service	Courteous and effective when dealing with the public. Goes far beyond the call of duty to serve the public. <input checked="" type="checkbox"/>	Is pleasant and helpful when dealing with the public. <input type="checkbox"/>	Almost always is courteous and effective when dealing with the public. <input type="checkbox"/>	Is occasionally discourteous when working with the public. Sometimes is not effective in meeting the needs of the public. <input type="checkbox"/>	Has shown little interest in meeting the needs of the public. Antagonizes the public in dealings with them. <input type="checkbox"/>	<input type="checkbox"/>
Comments						
8) Meeting the Changing Demands of the Work Situation	Has the unusual ability to adapt to new or changing working conditions; effectiveness seems to be unaffected by even extreme demands and pressure. <input type="checkbox"/>	Adjusts quickly to changes, can devise procedures when solutions are "not in the book;" meets varying workload demands, even under heavy job pressure. <input checked="" type="checkbox"/>	Accepts procedural changes willingly, an innovator when conditions demand new approaches; can cope with normal job pressures. <input type="checkbox"/>	Has difficulty in adapting to changes in procedures; is sometimes flustered with the normal changes in assignments or workload. <input type="checkbox"/>	Resists changes in routine procedures; is often flustered by changes in workload or by the pressure of a deadline. <input type="checkbox"/>	<input type="checkbox"/>
Comments						

	Outstanding	Exceeds Requirements	Meets Requirements	Below Requirements	Unsatisfactory	Does Not Apply
9) Communication Collection, organization, and presentation of information in written or oral form	Writes well organized, understandable, and accurate reports. Oral or written presentation is excellent; rarely needs improvement. In less formal conversation, listens well in addition to getting the point across. <input checked="" type="checkbox"/>	Reports are consistently accurate and well organized, seldom need correction. This person can capably prepare and present important oral or written reports. Listens well and can be understood. <input type="checkbox"/>	Reports are generally accurate but occasionally contain errors. Routine reports are performed adequately but more complex reports require closer supervision. <input type="checkbox"/>	Written work usually contains some errors. Thoughts are not presented in a logical order. In conversation, often has trouble being understood. <input type="checkbox"/>	Written work is often incomplete and contains errors. This person's main points usually cannot be understood in conversation. <input type="checkbox"/>	<input type="checkbox"/>
Comments						
10) Delegation Giving decision making authority to subordinates	Delegates the authority of the job. Subordinate's authority is exercised without personal interference. <input checked="" type="checkbox"/>	Delegation is clear and with few restrictions. Rarely interferes in the subordinate's area of authority. <input type="checkbox"/>	Delegation is normally done clearly and without excessive restrictions. Seldom interferes in subordinate's area of authority. <input type="checkbox"/>	Delegates very little decision-making authority to subordinates, or includes so much detail that the subordinate has little flexibility. <input type="checkbox"/>	Fails to give decision-making authority to subordinates. <input type="checkbox"/>	<input type="checkbox"/>
Comments						
11) Motivation Ability to get the job done.	Gets outstanding performance from subordinates. Subordinates show good moral and teamwork due to supervisor's efforts. <input type="checkbox"/>	Very successful in stimulating subordinates. Occasionally there is a lack of teamwork. <input checked="" type="checkbox"/>	Subordinates usually get the job done properly and on time. <input type="checkbox"/>	Contributes little to getting subordinates to complete work assignments. <input type="checkbox"/>	Little ability to motivate. Often destroys the subordinate's interest. <input type="checkbox"/>	<input type="checkbox"/>
Comments						

	Outstanding	Exceeds Requirements	Meets Requirements	Below Requirements	Unsatisfactory	Does Not Apply
12) Counseling & Appraising Ability to evaluate subordinate's performance, to discuss problems and performance in a constructive way.	Counsels employees regularly, not just when required. Employees know that this person's door is "always open." In counseling this person has the ability to emphasize strengths, to constructively comment on weaknesses. Fill out appraisal form completely. Thoroughly documents ratings. <input type="checkbox"/>	Occasionally seeks out workers who are having problems on the job in order to provide counseling. This person does not offend employees when given criticism. Fills out appraisal form completely although documentation may not be specific. <input checked="" type="checkbox"/>	Attempts to provide constructive criticism to subordinates. On other occasions, counsels subordinates only when necessary to resolve problems. Fill out the annual performance appraisal form correctly. <input type="checkbox"/>	Counsels subordinates only at annual performance appraisal time and tends to antagonize most employees needing improvement. Tends to regard the employee appraisal system as a headache rather than a help. <input type="checkbox"/>	Very seldom takes the time to discuss problems with subordinates and which such sessions take place, antagonism is the result. This person avoids conducting the annual performance counseling session and the appraisal form is filled out poorly. <input type="checkbox"/>	<input type="checkbox"/>
Comments						
13) Use of Resources	Does an exceptional job in choosing the right people for a job. Always uses time productively. Tools and equipment are always kept at the highest level of maintenance and used in the most efficient manner. <input type="checkbox"/>	Does a good job in choosing the right people and resources for a job. Rarely has to redo work because of inappropriate assignments. Uses time wisely. Reports problems with tools and equipment. Hardly ever wastes material. <input checked="" type="checkbox"/>	Does an acceptable job in choosing the right people and resources for a job. On only a few occasions does work have to be redone. Usually uses time wisely. Does an acceptable job of maintaining resources, rarely wastes material. <input type="checkbox"/>	Sometimes assigns inappropriate people and resources. Occasionally abuses or misuses equipment and tools. Wastes time in materials in unproductive efforts. <input type="checkbox"/>	Often makes inappropriate assignments of people and resources. Often abuses or misuses equipment or tools. Frequently fails to do simple maintenance, does not report equipment problems. Wastes resources. <input type="checkbox"/>	<input type="checkbox"/>
Comments						

	Outstanding	Exceeds Requirements	Meets Requirements	Below Requirements	Unsatisfactory	Does Not Apply
14) Analyzing and Improving Operations	Unit self-evaluation is a regular part of the operation and employees are encouraged to seek and suggest ways to improve productivity. <input type="checkbox"/>	Adept at recognizing and correcting problems, or has a systematic self-evaluation and, to the extent authorized, improves work methods on own initiative. <input checked="" type="checkbox"/>	Recognizes workflow or procedural problems, or has a plan for regular self-evaluation. Generally follows through with the required corrections. <input type="checkbox"/>	Seldom questions existing methods or procedures except when there are obvious problems. When problem is identified, solutions are rarely offered. <input type="checkbox"/>	Never questions existing methods or procedures, even if they are clearly outdated or inefficient. Does not have an understanding of the work needed to evaluate situations. <input type="checkbox"/>	<input type="checkbox"/>
Comments						
15) Accomplishing Program objectives	The organizational unit can be relied upon to exceed program goals in all respects (quantity, quality, and timeliness). <input checked="" type="checkbox"/>	Can be relied upon to get realistic program goals consistent with overall policies and objectives. Meets goals regularly and on time. <input type="checkbox"/>	Get on-going programs or work done on time. Is generally able to install new work procedures or get new programs off the ground. <input type="checkbox"/>	Has some difficulty getting work done on time. Has difficulty getting new work started. Has difficulty establishing and communicating realistic program goals. <input type="checkbox"/>	Great difficulty getting on-going, routine, work done on time, or gets the job done but rarely on-time. Is not able to conceptualize and communicate program goals. <input type="checkbox"/>	<input type="checkbox"/>
Comments						
16) Data Collection and Usage Establish ways to collect and use data to solve problems	Sets up and maintains a superior method of collecting and sharing information with both superiors/subordinates in the most efficient way. Problems are always detected early. This person is always on top of things. <input type="checkbox"/>	Sets up and maintains a superior method of collecting and sharing information with both superiors/subordinates in the most efficient way. Problems are usually detected early enough to take action. <input checked="" type="checkbox"/>	Sets up & maintains a good method of collecting & sharing information with superiors/subordinates. Is usually effective in taking action to solve problems. <input type="checkbox"/>	Collects and shares very little information with superiors/subordinates. Major problems develop because this person does not get information soon enough to take action. <input type="checkbox"/>	Rarely knows how well a job is being done. Does not check to see how a job is coming. Collects or shares no information with superiors/subordinates. <input type="checkbox"/>	<input type="checkbox"/>
Comments						

17) Fairness and Objectivity	Outstanding Goes out of the way to be fair and objective, but maintains a balance between employees' desires and the interest of the organization and the public. <input checked="" type="checkbox"/>	Exceeds Requirements Fair, objective, and makes a conscientious effort to advance the legitimate interest of the employees. <input type="checkbox"/>	Meets Requirements Fair and impartial in dealing with others. <input type="checkbox"/>	Below Requirements Sometime relies upon personal feelings, frequently fails to obtain complete information in evaluating subordinates. <input type="checkbox"/>	Unsatisfactory Almost always relies upon personal feelings rather than trying to obtain complete information. Information is evaluated with a personal bias. <input type="checkbox"/>	Does Not Apply
Comments						

**Performance Summary and Recommendations:
Required for all employees**

I have evaluated the employee's performance and documented the evaluation.

1. Supervisor:
Recommendation by Supervisor

Performance Satisfactory	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Grant Salary Increase	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Postpone Review Until	mm/dd/yyyy	Extend Probation Until	mm/dd/yyyy	Other

Signature:

Title:

Date:

Asst. Mgr.
CAPTAIN

10/13/2022

2. Reviewing SupervisorSignature: ☒ I concur with this evaluation☐ I have modified the evaluation per attached comments

Title:

Asst Chief

Date:

6/19/22

3. Department Director (or designee)☒ I concur with the evaluation and the supervisor's recommendations.☐ I have modified the evaluation per attached comments☐ I have modified the supervisor's recommendations as shown

Department Director's Final Recommendations	Performance Satisfactory		Grant Salary Increase		Postpone Review Until mm/dd/yyyy	Extend Probation Until mm/dd/yyyy	Other
	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			

Signature: 

Title:

Asst Chief

Date:

6/20/22

4. Employee Signature

My supervisor has discussed the evaluation of my performance with me. I understand I may use the "Employee Comments" space on this form.

Employee Signature: 

#1122

Date:

10/20/22

Employee Comments